

# PLACER COUNTY PARKS AND GROUNDS DIVISION SABRE CITY RECREATION HALL

## GENERAL POLICIES

Reservations are available for Sabre City Recreation Hall by contacting the Placer County Parks Division at (530) 886-4901. Application must be made **NO LESS THAN TEN (10) WORKING DAYS** prior to the anticipated event.

A completed application package, must be received **WITHIN TEN (10) WORKING DAYS OF THE INITIAL RESERVATION REQUEST** including the Required Certificate of Insurance, Signed Application and Hold Harmless and Indemnification Form and Applicable Fees.

There shall be no first come-first serve use of Sabre City Recreation Hall.

When the Reservation is made your last name or the name of your organization will appear on the Placer County Parks Web calendar as well as on the calendar in the window at the hall (**NO OTHER INFORMATION WILL BE RELEASED**).

PAYMENT of fees and deposits must be in the form of a check or money order payable to "Placer County Facility Services". **CASH CANNOT BE ACCEPTED FOR PAYMENTS.** Two checks/money orders will be required for each reservation: One for the Reservation and Application fee and one for the Cleaning/Damage/Key deposit.

CANCELLATIONS must be made within ten (10) working days prior to the reservation date. No refunds will be given after this time period.

ALCOHOL may be served however, it must be covered by your insurance, and if alcohol is to be sold a one-day liquor license must be obtained from the State of California and attached to the application. A host liquor license must be attached to the application if the alcohol is being sold by a licensed business.

There is an Application Fee of \$5.00 for every reservation. There will be an additional \$5.00 fee for every change to the initial reservation. This Application Fee is not refundable.

NO SMOKING Ordinance shall apply to Stewart Hall. A copy of this ordinance is posted inside the Hall.

AMPLIFIED MUSIC is allowed in the hall.

NO DECORATIONS are to be attached to the walls of Stewart Hall. **And only scotch tape may be used to affix decorations in the hall.**

## CERTIFICATES OF INSURANCE

A certificate of Insurance (MINIMUM OF \$1,000,000 Liability) is required for all Hall reservations. The Certificate of Insurance shall name Placer County as an Additional Insured party on the policy containing language as specified below, and show the location and dates of facility usage and the amount of insurance coverage.

**"The County of Placer, its officers, agents, and employees,  
is named as additional insured for all liability arising out of the operations  
by or on behalf of the named insured in the performance of this Agreement."**

**"The insurance provided is primary coverage of the County of Placer  
with respect to any insurance of self-insurance programs maintained by the County,  
and no insurance held or owned by the County shall be called upon to contribute to a loss."**

A Certificate of Insurance may be obtained by one of the following.

- A. An endorsement of the Applicant's Homeowner's Insurance Policy for the Event. The Certificate of Insurance shall name Placer County as an Additional Insured party on the policy (containing language as specified in the attached form entitled, "Certificate Naming Placer County as Additional Insured") and show the location and dates of facility usage and the amount of insurance coverage.
- B. Other General/Special Event Liability Coverage acceptable to Placer County. The Certificate of Insurance shall name the County of Placer as an Additional Insured party on the policy (containing language as specified in the attached form entitled, "Certificate Naming Placer County as Additional Insured") and show the location and dates of facility usage and the amount of insurance coverage.
- C. Special Event insurance may be purchased from the County's Risk Management Division (530) 886-2603.

## **USE FEE**

A use fee of \$100.00 for Private Parties (non-resident) and Commercial use of \$25.00 for Non-Profit organizations, along with a \$100.00 security/cleaning deposit is required. Sabre City residents are exempt from use fees and security/cleaning deposits.

## **RULES**

A key to the hall will be issued after a completed application package has been received. The key shall be returned after all cleaning is complete.

And all tables, chairs, or other articles used shall be returned after all cleaning is complete.

Doors/Exits shall not be blocked at any time. In compliance with Ordinance 3630 the Hall doors are to remain closed during the event to help keep noise at an acceptable level.

All cleaning shall take place directly following the event:

- 1. ALL FLOORS MUST BE LEFT CLEAN
- 2. ALL RESTROOMS MUST BE LEFT IN AN ORDERLY MANNER
- 3. ALL DECORATIONS ARE TO BE REMOVED, INCLUDING REMOVAL OF TAPE OR STAPLES FROM WALLS AND CEILINGS.
- 4. TRASH CAN LINERS MUST BE KEPT IN TRASH CANS AT ALL TIMES
- 5. INVENTORY EQUIPMENT BEFORE AND AFTER USE

When leaving the building, users shall be sure that:

- 1. ALL DOORS AND WINDOWS ARE SECURED
- 2. ALL LIGHTS ARE TURNED OFF
- 3. THE THERMOSTAT IS TURNED OFF
- 4. COOLERS ARE TURNED OFF

The premises must be vacated by Midnight.

**FAILURE TO COMPLY WITH ANY OF THE RULES LISTED ABOVE MAY RESULT IN DENIAL OF FUTURE REQUESTS FOR HALL USE.**